Avaya 3720 DECT Telephone

connected to
Avaya Aura™ Communication Manager
and IP Office

User Guide

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Using a cell, mobile, or GSM telephone, or a two-way radio in close proximity to an Avaya IP Telephone might cause interference.

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See http://support.avaya.com/security to locate and/or report known vulnerabilities in Avaya products. See http://support.avaya.com to locate the latest software patches and upgrades. For information about secure configuration of equipment and mitigation of toll fraud threats, see the Avaya Toll Fraud and Security Handbook at http://support.avaya.com.

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Important Safety Information

Read this chapter before using the Avaya 3720 DECT Telephone or Avaya 3720 DECT Telephone.

For safe and efficient operation of the telephone, observe the guidelines given in this manual and all necessary safety precautions when using the telephone. Follow the operating instructions and adhere to all warnings and safety precautions located on the product, the Quick Reference Guide and this User Manual.

This product shall only be used with the following batteries:

Avaya 3720 DECT Telephone:
No. 700466691: DECT 3725 HANDS. BATTERY PACK

Avaya 3720 DECT Telephone:
No. 700466683: DECT 3720 HANDS. BATTERY PACK

Chargers shall only be connected with power adapters included in the following charger kits:

Basic Charger:

No. 700466253: DECT HS. BASIC CHARGER KIT EU

No. 700466261: DECT HANDSET BASIC CHARGER KIT UK/NAR/AU

Advanced Charger:

No. 700466279: DECT HS. ADV CHARGER KIT EU

No. 700466287: DECT HS. ADV CHARGER KIT UK

No. 700466295: DECT HS. ADV CHARGER KIT NAR

No. 700466303: DECT HS. ADV CHARGER KIT AU

Sensitive Electronic Environment (EU/EFTA only)

Only use this product in countries where the appropriate authorities have given their authorisation.

The CE symbol on the product certifies its conformity with the technical guidelines concerning user safety and electro-magnetic compatibility valid at the time of approval; in accordance with European directive No. 1999/05/EC.

CE

The product Avaya 3720 DECT Telephone complies with IP44; the product Avaya 3720 DECT Telephone complies with IP42 - both according to IEC 529 / EN 60 529.

Any radio-based equipment can potentially cause interference with other equipment and can be interfered from other equipment. This also applies for DECT equipment. However due to the very low transmission power level the changes for interference are very small. Research proves that operational DECT phones normally don't influence electronic equipment however some precautions must be taken into account for sensitive electronic equipment e.g. sensitive laboratory equipment. When DECT phones operate in straight nearness of sensitive electronic equipment incidental influence can appear. You are advised not to place the DECT phone on or close (less then 10 cm) to this kind of equipment, even in standby mode.

Regulatory Compliance Statements (EU/EFTA only)

Permission and Conformity

We, Avaya GmbH & Co. KG, declare that the product line DECT R4 concurs with the basic requirements and other relevant provisions of EU Directive 1999/5/EU concerning radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

Intended use

This equipment is intended for connection to radio interfaces (DECT) of Avaya PABX systems.

It is compliant with the essential requirements of the EU-Directive 1999/5/EU (Radio and Telecommunication Terminal Equipment, R&TTE).

Due to the differences of the individual public networks and network operators this compliance does not by itself give an unconditional assurance of successful operation at every network termination point. For the time being we are not aware of any network on which the equipment will not work due to its design.

In the event of problems, you should contact your equipment supplier or your Avaya service.

The conformity declaration can be accessed at the following Internet address:

www.avaya.de/gcm/emea/de/includedcontent/conformity.htm

or search the index using the key term "Conformity".

Always dispose of old equipment correctly - keep our environment tidy (EU/EFTA only)

Old electrical and electronic equipment marked with this symbol can contain substances hazardous to human beings and the environment. Never dispose of these items together with unsorted municipal waste (household waste). In order to protect the environment, public collection points have been set up to ensure the correct disposal of old electrical and electronic equipment marked with this symbol.

To reduce the risk of these substances being released into the environment and to reduce the burden on natural resources, it is also possible to participate in Avaya's used equipment return system. This system ensures the correct recycling of old equipment as well as the re-utilisation of individual components.

Regulatory Compliance Statements (USA and Canada only)

Portables without Bluetooth	Portables with Bluetooth
FCC ID:BXZDH4	FCC ID:BXZDH4BL
IC: 3724B-DH4	IC: 3724B-DH4BL
US: 9FVW4NANDH4	US: 9FVW4NANDH4

FCC compliance statements

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Privacy of communications may not be ensured when using this cordless telephone.

Use of non-manufacture approved accessories may violate the FCC RF exposure guidelines and should be avoided.

Exposure to Radio Frequency Signals

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This device complies with FCC SAR limit of 1.6 W/kg. The maximum SAR value measured when used at the ear, and when worn on the body using belt clip:

SAR values	With Bluetooth	Without Bluetooth
Head	0.104 W/Kg	0.072 W/Kg
Body worn	0.029 W/Kg	0.036 W/Kg

This device and its antenna must not be co-located or operating in conjunction with any other antenna or transmitter.

Information to User

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

(1) this device may not cause harmful interference, and

(2) this device must accept any interference received, including interference that may cause undesired operation.

Modifications

Changes or modifications to the equipment not expressly approved by the party responsible for compliance could void the user’s authority to operate the equipment.

IC Requirements for Canada

This Class B digital apparatus complies with Canadian ICES-003.
Cet appareil numérique de la Classe B conforme á la norme NMB-003 du Canada.

Frequency Range

The telephone is a radio transmitter and receiver. When it is on, it receives and sends out radio frequency (RF) energy. The telephone operates on different frequency ranges depending on market and employs commonly used modulation techniques:

EU	1880-1900 MHz
USA	1920-1930 MHz
LA	1910-1930 MHz
BR	1910-1920 MHz

Power Supply

The mains voltage of the adapter should match the local mains voltage, this can be 110 V or 230 V. Check if both voltages do match before installing the charger and adapter.

Safety Precautions

- Do not open the cordless telephone or charger, this could expose you to high voltages. Have all repairs carried out by authorized service personnel.
- Do not allow the charger and the battery contacts to come into contact with conductive objects such as keys, paper clips, rings or bracelets.
- Do not allow the cordless telephone and charger to come into contact with water or chemicals.
- Only use the plug-in AC adapter and battery type supplied.
- Do not use AC adapters which are visibly damaged (cracked or broken housing) and keep the ventilation slits on the plug-in AC adapters free.
- Do not use the cordless telephones in vehicles or in hazardous locations.
- This product contains magnetic material. Be aware that small metallic objects may stick for example to the loudspeaker. This may deteriorate the audio quality and can be harmful.
- **Save this manual.** It includes important safety information and operating instructions. Save all instructions for future reference.
- Position the electrical cord to the AC power supply where it is least likely to be subjected to damage or stress.

- Remove the electrical cord from an outlet by pulling gently on the AC adapter, not by pulling the cord.
- Remove the battery before cleaning the telephone to reduce risk of electric shock.
- Unplug the battery charger from a power source before cleaning the telephone to reduce risk of electric shock.
- Do not use auxiliary equipment with the telephone which is not exclusively recommended by the manufacturer, see Accessories on page 15. The use of any auxiliary equipment not recommended by the manufacturer may result in fire, electric shock, or injury, and will void the warranty.
- Do not expose the telephone to open flame.
- Do not expose the telephone and the charger to direct sunlight for long periods. Keep the telephone and charger away from excessive heat and moisture.
- Do not allow heavy objects to fall on the telephone.
- Do not allow children to play with the product packaging material. Product packaging material is often small and may present a choking hazard.
- Do not allow children to play with the telephone. It is not a toy. Children could hurt themselves or others. Children could also damage the telephone.
- Do not expose to prolong light.

Usage

Like all other cordless telephones, this cordless telephone uses radio signals which do not guarantee a connection set-up under all circumstances. Generally, you should therefore not rely exclusively on cordless telephones when making indispensable calls (for example, medical emergencies).

Environmental Requirements

Cordless Telephone

- Only use the telephone in temperatures between 0 ^{O}C to +40 ^{O}C (32 ^{O}F to 104 ^{O}F).
- Avoid exposing the telephone for direct sunlight or close to other heat sources.
- Do not expose the telephone to open flame.
- Keep the telephone away from excessive heat and moisture.
- Avoid sudden temperature changes to prevent condensation in the telephone. It is recommended to put the telephone into an air tight plastic bag until the temperature is adjusted, for example, when entering or leaving a cold/heated building on a warm/cold day.
- Protect your telephone from aggressive liquids and vapours.
- If the telephone has been exposed for water or condense, remove the battery immediately and let it dry completely before re-inserting the battery.
- Keep the telephone away from strong electromagnetic fields.
- Do not place a cold telephone in a charger.

Battery

- Do not immerse the battery into water. This could short-circuit and damage the battery.
- Do not expose a battery to an open flame. This could cause the battery to explode.
- Do not allow the metal contacts on the battery to touch another metal object. This could short-circuit and damage the battery.
- Do not leave a battery where it could be subjected to extremely high temperatures, such as inside a car on a hot day.
- Use the Desktop Charger or the wall mounted Charging Rack for charging. Charge the battery for at least one hour the first time you use the battery. Note that the wall mounted charger with a battery pack adapter has to be used if the battery alone is to be charged.
- Do not charge a battery when the ambient room temperature is above 40 ºC or below +5 ºC (above 104 ºF or below 41 ºF).
- Do not attempt to take a battery apart.
- Do not disconnect the battery unless it needs to be replaced.
- Do power the telephone off before removing the battery.

Chemical Resistance

The alpha and numeric characters printed on the exterior of the telephone have been tested and found resistant to chipping, fading or wearing off when the telephone is treated with common cleaners and disinfectants or perspiration. The following chemicals have shown no harmful effect:

- 3% Hydrochloric Acid
- M-alcohol (70% Methylated Ethanol)
- 60% Chlorhexidin 0.5 mg/ml

Acetone can be damaging to the plastic casing of the telephone and should not be used.

Introduction

This document describes features and settings available for the Avaya 3720 DECT Telephone. The cordless telephone is designed to be used in office environment and has high quality voice.

Read the Important Safety Information on page 7 before using the telephone.

For software download and parameter set up, read the *Installation and Administration Manual, DECT R4*.

Quick Reference Guide

To get a quick overview on the basic functions of your telephone, see Quick Reference Guide on page 65. Because of its handy format you can place a print-out next to your telephone as a quick reference.

Functions and Accessories

Functions

- Local phonebook (250 contacts)
- Central phonebook
- Company phonebook
- Vibrator
- Headset connector
- Microphone on/off during call
- Loudspeaking function
- Centralized Management

Note:

Use of the functions Central phonebook and Centralized Management are system depending.

Accessories

- Basic Charger
- Advanced Charger
- Rackmount Charger
- Leather case

- Belt Clip
  - hinge-type
  - swivel-type
- Telephone lanyard
- Headset with microphone on boom
- Headset with microphone on cable

Descriptions

Figure 1: Description of the cordless telephone

1. Headset connector
The headset connector is for connecting a headset. The connector is protected against dust by using the headset connector cover.

2. Left Soft key
Used with GUI

3. Middle Soft key
Used with GUI

4. Right Soft key
Used with GUI

8. Voice mail access
To listen to a voice mail

9. Key lock and Upper/Lower case
Combined key lock and Upper/Lower Case

10. Space
To add space between text

11. Sound off
Turn off/on audible signals in idle mode, silencing the ring signal at incoming call, and also to turn the microphone on/off during a call.

5. On-Hook; On/Off key
   Combined button; to end a call, to return to idle mode, and to switch the telephone on/off by long press

6. Navigation key
   Navigation key with Left, Right, Up, Down

7. Off-Hook key
   To answer a call and to pre-dial a number, and to post-dial.

12. LED
    Indicates incoming call and charging

13. Display
    The full graphic type display is 112 pixels wide and 115 pixels high. The display is monochrome black and white, with backlighting.

Avaya 3720 DECT Telephone

Important:
The telephone may retain small magnetic objects around the microphone or the speaker region.

Case

The plastic cover parts are made of durable PC/ABS material.

Antenna

The antenna is integrated inside the telephone.

Loudspeaker

The cordless telephone has a separate loudspeaker for the loudspeaking function. It is placed on the back side of the cordless telephone.

Microphone

The microphone is placed on the front bottom side of the telephone.

Clip

There are three different belt clip options to the cordless telephone; a hinge-type clip (standard), a swivel-type clip, or no clip which makes it possible to use the cordless telephone without any clip on. See , or Attach the Swivel-type Clip on page 63. Use the clip to attach the telephone to a belt or similar.

Battery

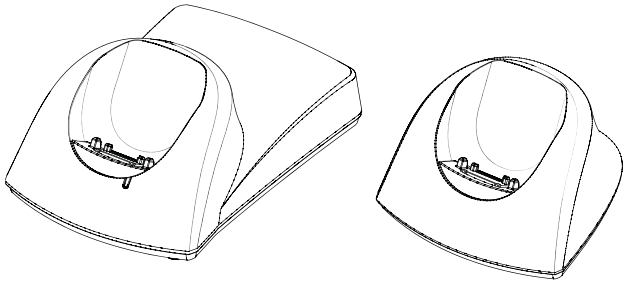
The battery is a rechargeable Li-Ion battery, placed under a battery cover. See Replace the Battery on page 62.

The battery is fully charged within four hours. See Charge the Battery on page 62.

Chargers

Desktop Charger

Figure 2: Desktop chargers



Advanced Basic

There are two desktop chargers available, one Basic charger that will only charge the cordless telephone, and one Advanced Charger with advanced functionality to download new software and synchronize parameters. The cordless telephone is fully operational while placed in the charger.

The Basic Charger is delivered with a plug-in power supply and is connected into an ordinary wall socket. The Advanced Charger is delivered with a power supply adapter. The adapter is connected with a power cord to the wall socket and the Charger itself is supplied from the adapter.

See also *Installation and Administration Manual, DECT R4.*

Note:

Only use the charger within the temperature range of +5° C – +40° C.

Important:

Only use the provided power supply, see *Installation and Administration Manual, DECT R4*.

Charging the telephone in Desktop charger

When the charger is connected to external power supply, normal operation is done as follows:

Telephone charging

1. Place a cordless telephone in the charging slot to start charging.

Telephone disconnection

1. First, tilt the telephone forwards.
2. Then, lift the telephone upwards.

Note:
Do not try to lift the telephone upwards before tilting it forwards.

Rackmount Charger

The Rackmount Charger is used for charging several cordless telephones, to synchronize parameters, and for software download.

The built in power supply can charge up to six cordless telephones.

See *Installation and Administration Manual, DECT R4*.

Icons and Text in the Display

All functions and settings available to the user are shown as icons and text in the display. The icons and text in the display indicate functions and settings to which you have access. The display normally shows date and time, the Owner ID and telephone number. The Owner ID can manually be set by the user.

Figure 3: Example of a display configuration in idle mode

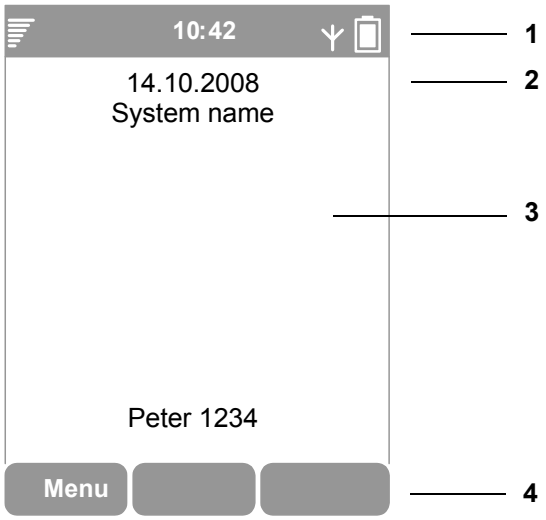


Figure notes:

1. Status bar
2. Header bar
3. Active area
4. Soft key bar

The top row (Status bar) is used for icons which give the user information for signal strength, missed call, time and battery status. This row is always visible in all screens.

The next row (Header bar) displays the current date, headset connection, phone lock etc.

The next rows (Active area) are used for information such as the name of the system to which the cordless telephone is connected to. A user identity provided from the system and/or an Owner ID can also be displayed if configured in the Settings menu. This is also a the area for pop up text for example, missed calls or to confirm an action.

The bottom row (Soft key bar) is used for Soft keys. The functions for the Soft keys cannot be changed.

Icons

Signal strength icon is visible when the cordless telephone is connected to a system. The bars shown in display depends on the signal strength.

Full Battery icon is displayed in the upper right corner.

Low battery icon is shown when the battery only has 5% of its capacity left. The icon is flashing when the battery capacity is equal to, or lower, than 5%.

Sound off icon is shown when the Sound off key is pressed.

Ring volume silent icon is displayed when the volume is set to silent.

Microphone off icon indicates a silenced microphone. It is displayed after a long press on the Sound off key during a call.

Loudspeaking icon is displayed in the soft key bar during a call. Pressing this icon will activate the loudspeaking mode.

Loudspeaking off icon is displayed after the soft key for Loudspeaking icon has been pressed. Pressing this icon will deactivate the loudspeaking mode.

Key lock icon indicates a locked keypad.

Phone lock icons indicates a locked telephone.

Headset icon indicates that a corded headset is connected to the telephone.

Outgoing call icon is added to all outgoing calls in the call list.

Incoming call icon is added to all answered calls in the call list.

Missed call icon is added to all missed calls in the call list.

System connection icon is visible when connecting to a system.

Menu icons

The **Contacts** menu contains all names/numbers in the personal phonebook. It is also possible to access a central phonebook from this menu.

The **Calls** menu contains call lists, call time, and call services[1]. Call services is configured in the Portable Device Manager (PDM) or Avaya In-Building Wireless Server (AIWS).

The **Settings** menu contains personal telephone settings such as changing the ringer volume, selecting language, etc.

1. System dependent

Keys and Buttons

Off-hook Key

This key is used for connecting calls. This key can be programmed in the PDM/AIWS, it is by default set as Post-dial.

On-hook, and On/Off Key

This key is used for disconnecting calls and returning to main screen. A long press on the key in idle mode will switch the telephone on/off.

Navigation Key

Use this key to step in the menu. ◂▸ are used for stepping left/ right, and ▴▾ up/down in the menu. It is also used to change time/date figures.

Sound Off Key

This key is to silence or mute the telephone:

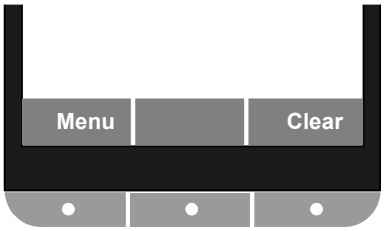
- While in a call a press on the button will mute the microphone.
- When the telephone is ringing a short press switches off the ringing tone temporarily.
- In idle mode a long press will silence the telephone..

Key Lock and Upper/Lower Case Key

A press on the key and the Soft key **Lock** in idle mode will lock or unlock the keypad.

Soft Keys

Figure 4: Soft keys



The three Soft keys are located just beneath the display and the functions of each Soft key is indicated by text in the display just above the keys.

Alphanumeric Keys

Key	Capital letter	Small letter
1	. , ? ! - ‘ ” 1	. , ? ! - ‘ ” 1
2	A B C À Â Æ Ç 2	a b c æ à â æ ç 2
3	D E F È É Ê Ë 3	d e f è é ê ë 3
4	G H I Î Ï 4	g h i î ï 4
5	J K L 5	j k l 5
6	M N O Ñ Ô Ö Œ 6	m n o ñ ô ö œ 6
7	P Q R S 7	p q r s 7
8	T U V Û 8	t u v û 8
9	W X Y Z 9	w x y z 9
0	Space + * 0	Space + * 0
*	*	*
#	#	#

Note:

Depending on the selected menu language, other characters can be available. This means that the character order can differ from the table above.

In idle mode, and number input mode

- A short press on a key enter the digits 0 - 9 and the characters * and #.
- Enter a pause in number input mode by a long press on the **#**-key. A pause is indicated by a **P** in the display.
- A long press on the ***- key changes the tone sender on.
  Tone sender on is indicated by a **T** in the display.

In text input mode

- A short press on a key **0 - 9**, displays the first available character on that specific key. The marked character is selected after a timeout, or when another key is pressed.
- To change to upper/lower case, press the ***-key before entering the character.
  The ***-key can also be used to display only the digits.
- To add space in the text, make a short press on key **0**.
- The first character entered in a message, or when adding/editing a name in the menu **Contacts**, will be an upper level character followed by lower level characters, unless the ***-key is pressed before entering the character. To switch between Abc, ABC, abc, and 123 the ***-key is pressed.
- A long press on the key **#** displays special characters.
- To delete a character, position the prompt right from the character to delete and press Soft key **Clear**.

Accessories

Belt Clips

Three belt clip options are available:

- Hinge-type clip
  To prevent the telephone from slipping out of for example pocket or belt
- Swivel clip
  To be able to rotate without slipping out from the case
- No clip
  To be able to use the telephone without a clip

Telephone lanyard

The Telephone lanyard is 800 mm long. The lanyard is attached directly to the telephone.

Leather Casing

The leather casing is especially designed for the telephone. The casing comes with a swivel type belt clip and the telephone is fully operational while placed in the casing.

Headset

A headset is recommended if you frequently use the telephone and/or want to have both hands free. The headset comes in two versions; with microphone integrated in the cable, and with microphone on a boom.

Menu Tree

Note:

In order to continuously improve the comprehensibility of menu terms, some of them in your telephone may differ from those used in the following menu trees.

Calls

Call list	>	7891 01:30 7845 20-Oct-08 ...	>	• Call		
				• More	>	Time of call
						Edit number
						Save number
						Send message
						Delete
						Delete all
				• Back		
Missed calls	>	7682 05:26 7845 23-Sep-08	>	• Call		
				• More	>	Time of call
						Edit number
						Save number
						Send message
						Delete
						Delete all
				• Back		

Call time	>	Total time 03:47:06 Last call 00:00:07				
Call services	>	Absence[1]	>	Deactivate		
				Lunch		
				Meeting		
				Trip		
				Vacation		
				Out		
				Absence 1 - Absence 4		
		Divert calls[1]	>	Internal		
				External		
				No reply		
				When busy		
		General purpose 1 Name[1] - General purpose 4 Name[1]				

1. Visible if defined in the Portable Device Manager (PDM) or Avaya In-Building Wireless Server (AIWS)

Contacts

Call contact	>	Search <From contact list>				
Add contact	>	New	>	Name		
				Work number		
				Mobile number		
				Other number		
				Ring signal		
		From call list				
Edit contact	>	Search <From contact list>	>	Name		
				Work number		
				Mobile number		
				Other number		
				Ring signal		
Delete contact	>	Search <From contact list>				
Central Phonebook[1]	>	Search by name	>	• Call		
		Search by number	>	• More	>	View contact
						Add to contacts
						Send message
				• Back		
		Last result				

1. System dependent

Settings

Sounds & Alerts	>	Volume				
		Ring signals				
		Vibrating alert				
		Key sound				
Headset	>	Mic on boom				
		Mic on cable				
		Hearing protection				
		<headset profile>				
Display	>	Contrast				
Time & Date		Time format				
		Date format				
Locks	>	Automatic key lock	>	On		
				Off		
		Phone lock	>	Auto phone lock	>	On
						On in charger
						Off
				Change PIN code		
Answering	>	Answering key	>	Hook-off		
				Any key		
		Answering behaviour	>	Automatically		
				Loadspeaking		
*Language	>	Dansk, Nederlands, English, ...				
Owner ID						
In charger	>	No action				

		Switch off				
		Redirect				
System	>	Change system				
		Subscribe				
		Unsubscribe				
		Rename system				
		Priority				
Device info	>	Software				
		Hardware				
		IPEI				
		User ID				

In Call

The In Call menu can be reached during an ongoing call by pressing the middle Soft Key marked **More**.

Contacts[1]						
Microphone on/off						
New call[1]	>	• Call				
		• Phonebook access				
		• Cancel				
Switch[1]						
End call[1]						
Transfer[1]						
Transfer to new call[1]	>	• Call				
		• Phonebook access				
		• Cancel				
Conference[1]						

Call back[1]						
Call waiting[1]						
DTMF[1]						
General purpose 1 Name* - General purpose 10 Name*						

1. Visible if defined in the Portable Device Manager (PDM) or Avaya In-Building Wireless Server (AIWS)

Basic Operation

Switch the Telephone On/Off

The telephone is switched off:

1. Press and hold **On-hook** key.
   The telephone will vibrate when it is on and the display lights up.

The telephone is in idle mode:

1. Press **On-hook** key long.
   A control question will be displayed.
2. Confirm with Soft key **Yes**.

Note:

The telephone returns to idle mode when pressing the **On-hook** key while in a menu.

Turn the Audible Signal On/Off

The telephone is in idle mode or rings.

1. Press the **#**-key long. The status of the telephone changes between ring signal on/off. To locate the button, see Keys and Buttons on page 24.

The icon indicates a silenced telephone.

Lock/Unlock the Keypad

To prevent accidentally pressing keys and making a call, the keys can be locked.

Lock keypad

1. Press * key.
2. Press Soft key **Lock**.

Unlock keypad

1. Press * key.
2. Press Soft key **Yes**.

Note:

It is possible to call an emergency call and to answer/close an incoming call while keypad is locked.

Lock/Unlock the Telephone

The telephone can be protected for unauthorized use. If this function is activated it locks automatically a short time after the last keystroke or when placed in the charger. A PIN code is required for unlocking the telephone. For more information see Phone Lock settings on page 51.

Unlocking the telephone

The phone shows the text **Turn off phone lock?**

1. Press Soft key **Yes**.
2. Enter PIN code
3. Press Soft key **OK**.

Calling

Incoming Call

The flashing LED, accompanied by a ring signal and/or a vibrating telephone, give you notice of a call. Ring signal and vibrator can be disabled. The calling party's telephone number and/or name is shown. The name will be shown if the calling party's telephone number is stored in the local phonebook. Press to answer the call. When a headset is connected to the telephone, the answering button on the headset can be used to answer the call.

Other answering behaviours can also be set in the Settings menu. The answering behaviours are ***Automatically***, and ***Loudspeaking***, see Answering on page 53.

Answer a Call

Your telephone rings.

1. Press **Off-hook** key to answer the call, or press the Soft key to answer the call in loudspeaking mode.

Decline a Call

Your telephone rings.

1. Press **On-hook** key to decline the call.

Note:
A priority call cannot be declined.

End a Call

1. Press **On-hook** key to end the call.
   The duration of the call is shown in the display.

Note:
The total time of the call can also be retrieved from the menu **Calls** > **Call time**.

Outgoing Call

Dial a Number (Pre-Dial)

1. Enter the number.
2. If needed, you can press the Soft key **Clear** to erase the last entered digit. By using the navigation key ◂▸ it is possible to step and add/delete a digit in the middle of a number.
3. Press **Off-hook** key to get the line. The number is shown on the display while dialling.

Note:
It is possible to turn on/off the tone sender (DTMF) in a post-dialled number by making a long press on the ***** key.

Dial a Number directly (Post-Dial)

1. Press **Off-hook** key to get the line.
2. Enter the number. Each entered digit is dialled immediately. However, in this case you will not be able to correct an input error.

Note:
The number will not be added to the call list when pre-dial is used.

Dial a Number from the Call list

1. Enter the menu by pressing the **Menu** Soft key.
2. Select **Calls** icon.
3. Select **Call list**.
4. Select a number.

   The number can be edited before the call is started.

   1. Press Soft key **More**
   2. Select **Edit number**.
5. Press **Off-hook** key.

Dial a Number from the Local Phonebook

1. Open the menu by pressing the Soft key **Menu**.
2. Select **Contacts**.
3. Select **Call contact**.

4. Select contact from list, or search name by entering characters.

   The best matching entry will be automatically selected.

5. Press Soft key **Call** or the **Off-hook** key to make the call.

Dial a Name from the Central Phonebook

1. Open the menu by pressing the Soft key **Menu**.
2. Select **Contacts**.
3. Select **Central phonebook**.
4. Select **Search by name**.
5. Enter the first name and/or last name, the whole name does not have to be entered.
6. Press Soft key **Search**.
7. Press the Soft key **Call** or **Off-hook** key to make the call.

During A Call

Note:

Some of these functions are system dependent and are not shown in the menu. They are set up by your system administrator in the PDM or AIWS, see *Installation and Administration Manual, DECT R4.*
If applicable additional functions could be programmed by your system administrator.

Adjust the Volume during a Call

1. Use the navigation key, ◆ to adjust the volume.The telephone will now store and keep the new volume level.

Open Contacts during the Call

1. Press the Soft key **More**.
2. Select **Contacts**.
3. Press Soft key **Select**.

See Contacts on page 46.

Turn the Microphone on/off during a Call

1. Press Soft key **More**.

2. Select **Microphone off**.
3. Press Soft key **Select**.

The indicate a silenced microphone. This means that the other part in an ongoing call cannot hear you.

Turn the microphone back on:

1. Press Soft key **More**.
2. Select **Microphone on**.
3. Press Soft key **Select**.

Note:
It also possible to turn the microphone off/on by a long press on the **#**-key.

Start a New Call during Conversation

1. Press **Off-hook** key.

   The first caller is put on hold.
2. Dial the number.

Note:
You can also start a new call via Soft key **More > New Call**. Dial the number and press Soft key **Call**.

Switch between Calls

A new call is started during conversation, the first call is on hold.

1. Press Soft key **R**.

This will switch between the calls.

Note:
You can also switch between the call via Soft key **More > Switch**.

End a Call

A new call is started during conversation, the first call is on hold.

1. Press the **On-Hook** key.

This will end the current call. The held call rings again as priority call.

Note:
You can also end the call via Soft key **More > End Call**.

Transfer a Call

A new call is started during conversation, the first call is on hold.

1. Press Soft key **More**.
2. Select **Transfer**.
3. Press Soft key **Select**.
   This will connect the first caller with the person you want to transfer the call to.

Transfer to new Call

1. Press Soft key **More** during the call.
2. Select **Transfer to new call**.
3. Press Soft key **Select**.
4. Dial the number to the person you want to transfer the call to.
5. Press **Off-hook** key to transfer the call.

Starting a Conference Call

A new call is started during conversation, the first call is on hold.

1. Press Soft key **More**
2. Select **Conference call**.
3. Press Soft key **Select**.

The person initiating the conference call is the conference leader, and the other are participant members of the conference call.

Call Back

To enable call back when a call is made to a busy telephone, and to be altered when the telephone is free.

1. Press Soft key **More**.
2. Select **Call back**.
3. Press Soft key **Select**.
4. Press **On-hook** key.
5. Wait until the telephone alerts.
6. When the telephone alerts, press **Off-hook** key.
   The call will automatically be started.

Call Waiting

During a call. A second call appears and the a short tone could be heard.

1. Press the Soft key **More.**
2. Select **Call waiting**.
3. Press Soft key **Select**.
   Your are connected with the new caller. The other part is put on hold.

When the line is free it will automatically call the hold part again. This is system dependent.

Note:
You can also accept the second call by pressing the **Off-Hook** key.

DTMF

During a call.

1. Press the Soft key **More**
2. Select **DTMF**.
3. Press **Select**.
   This will enable the use of Dual Tone Multi Frequency (DTMF) signals.

Loudspeaking Function

During a call the loudspeaking function can be activated.

1. Press left Soft key.

To turn loudspeaking function off again:

1. Press left Soft key again.

Call Diversion

All calls; internal calls, external calls, calls when busy, or calls at no answer can be diverted to another telephone number. The diversion is made via the menu **Calls > Call services > Divert calls**. See Divert Internal/External Calls on page 46.

General Purpose

Besides the default Call services functions, it is possible to define 10 extra system specific codes. This is programmed in the PDM or AIWS. See also Call Services on page 45.

Voice Mail

Check the Voice Mail inbox

This function is programmed in the PDM or AIWS where a telephone number is connected to the voice mail, see *Installation and Administration Manual, DECT R4*. It is then possible to dial the Voice Mail to check if there is a message.

Your telephone is in Idle mode.

1. Press long on digit key **1**.
   Your voice mail will be called. If the extension number is not available a pop-up **Voice mail number not defined** is displayed.
2. Follow the given instruction in the Voice Mail.

Menu Operation

Figure 5: The main menu

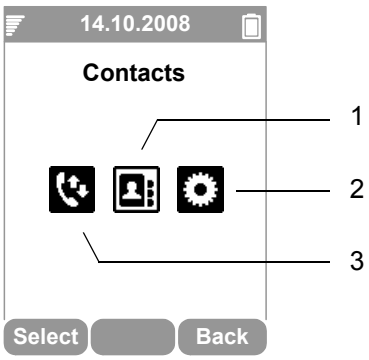


Figure notes:

1. Contacts
2. Settings
3. Calls

Calls

1. Enter the menu by pressing the **Menu** Soft key.
2. Select **Calls** icon.
3. Press Soft key **Select**.

Call List

The 25 last received, dialled or missed calls are stored in a call list.

1. Select **Call list**
2. Step with the ▲▼ to scroll in the list.

   If a number occurs more than once, the last time stamp, together with the total number of occurrences, is shown.

Call a Number from Call list

1. Select number from Call list.
2. Press Soft key **Call**.

Edit Number from Call list before starting a call

1. Select number from Call list.
2. Press Soft key **More**.
3. Select **Edit**.
4. Change the number and press **Call**.

View the Time of a Call

1. Select number from Call list.
2. Press Soft key **More**.
3. Select **Time of call**. The time and date is displayed.

Save Number

1. Select number from Call list.
2. Press Soft key **More**.
3. Select **Save number**.
4. Select between; Work number, Mobile number, and Other number.
5. Press Soft key **Add**.
6. Enter name and press **OK** to save the setting.

Delete Number from the Call list

1. Select number from Call list.
2. Press Soft key **More**.
3. Select **Delete**.
4. Select **Yes** to delete the entry from the list.

Delete all entries from the Call list

1. Select number from Call list.
2. Press Soft key **More**.
3. Select **Delete all**.
4. Select **Yes** to delete all the entries from the list.

Note:

All entries in the call list will be deleted when the battery is removed.

Missed calls

Note:
A call is defined by your telephone as missed if it is not accepted within a time period specified in PDM or AIWS. Accepting the call later an entry in the missed call list is set, though.

1. Select **Missed calls**
2. Step with the ▲ and ▼ to scroll in the list.
3. Press Soft key **Call** to call back.

As in **Call list** there is a Soft key **More** where it is possible to view the time/date of the call, edit the received number, add to contacts, delete received numbers. See Call List on page 43 for information about the same functionality in Soft key **More**.

Call Time

The total time of the previous call and last call is displayed.

1. Select **Call time**.
2. Press Soft key **Back** to return to the Calls menu, or Hook on key to return to the idle view.

Call Services

Note:
These functions are system dependent. The parameters are set up in the Portable Device Manager (PDM) or Avaya In-Building Wireless Server (AIWS), see *Installation and Administration Manual, DECT R4.*

Absence Handling

The reason for being absent and the return time can be specified here. When set it is reflected in the AIWS absence list for administrative purposes.

Note:
Redirect in charger must be set to use absence handling.

1. Select **Call services**.
2. Select **Absence**.

   If the cordless telephone is preprogrammed a number of absence reasons can be displayed, for example **Lunch**, **Meeting**, **Trip** etc.
3. Press Soft key **Select**
4. Enter time or date.

Deactivate the Absence Setting

1. Enter **Call service** in the menu
2. Select **Deactivate**.
3. Press Soft key **Select**.

Divert Calls

The user can divert calls to another extension.

1. Select **Divert calls**.

Divert Internal/External Calls

1. Select **Internal/External**.
2. Select **Activate**.
3. Enter number to divert to.
4. Press Soft key **OK**

To stop diversion select **Deactivate** and press the Soft key **OK**.

Start a Priority Call

An incoming priority call is signalled with a specific tone and the displayed text **Priority call**. The call cannot be muted or declined.

1. Select **Call services** in the menu **Calls**.
2. Select **Priority Call**.
3. Enter number.

General Purpose

Besides the default Call services functions, it is possible to define 10 extra system specific codes in PDM or AIWS.

Contacts

The telephone has a *personal phonebook* with 250 entries, where names and numbers freely can be added, deleted, and edited by the user. The phonebook lists all names in alphabetical order, where three numbers can be added for each contact; work number, mobile number, and other number.

It is also possible to access a *central phonebook*, see Contacts on page 30. The user then sends a request to a messaging server with the first characters entered, and the messaging server will return a list of names and numbers that matches the search.

A *company phonebook* can be downloaded via the PDM or AIWS. Contacts from the Company phonebook appears in the contact list menu with a lock symbol next to the name/number, which means that it is not editable. The contact will only include work number.

1. Enter the menu by pressing the **Menu** Soft key.
2. Select **Contacts** icon.
3. Press Soft key **Select**.

Call Contact

1. Select **Call contact**.
2. Select contact from the list, or enter name in the search field.
3. Press Soft key **Call**.

It is also possible to edit the contact by selecting **View** > **More**.

Add Contact

1. Select **Add contact**.

Add New Contact

1. Select **New**.
2. Select **Add**, and enter the name of the contact.
3. Press Soft key **OK**.
4. Select **Work Number**/**Mobile number**/**Other number**.
5. Press Soft key **Add**.
6. Enter telephone numbers.
7. Press Soft key **OK**.
8. Press Soft key **Save** and then **Back**.

Different ring signals can be set to distinguish this contact from another contact.

Add from Call List

1. Select **From call list**.
2. Select number.
3. Press Soft key **Add**.
4. Select number type.
5. Press Soft key **Select**.
6. Press Soft key **Add**, and enter name for the contact.

7. Press Soft key **OK**.
8. Press Soft key **Save**.

Edit Contact

1. Select **Edit contact**.
2. Select contact, and press **Edit** twice.
3. Enter new name/number, and press **OK**.
4. Press Soft key **Save**.

Delete Contact

1. Select **Delete contact**.
2. Select contact, and press **Delete**.
3. Press Soft key **Yes** to confirm.

Central Phonebook

In the Central phonebook it is possible to search by name or number. The last search result can be displayed.

When the search result is ready it is possible to view contact information and to add the number to new contact by selecting the Soft key **More**. You can also call the number by selecting the Soft key **Call**.

1. Select **Central phonebook**.

Search by Name

1. Select **Search by name**.
2. Enter First name and/or Last name.
3. Select **Search**.
   The search result will be displayed.

Search by Number

1. Select **Search by number**.
2. Enter telephone number.
3. Select **Search**.
   The search result is displayed.

View Last Search Result

1. Select **Last result**.
   Only the last result will be displayed.

Settings

1. Enter the menu by pressing the **Menu** Soft key.
2. Select **Settings** icon.
3. Press Soft key **Select**.

Sound and Alert

Adjust the Ringer Volume

1. Select **Sound & Alerts**.
2. Select **Volume**.
3. Step with ◂▸ to increase/decrease the volume.
4. Press Soft key **OK** to save the setting.

Set different Ring Signals for Internal Call, External Call and Priority call

Different signals for internal calls, external calls and priority call can be set. The cordless telephone has 14 different ring signals.

1. Select **Sound & Alerts**.
2. Select **Ring signals**.
3. Select **Internal call**, **External call** or **Priority call**.
4. Select sound. By pressing **Play** it is possible to listen to the different sounds.
5. Press Soft key **Back**.

Turn the Vibrator on/off

1. Select **Sound & Alerts**.
2. Select **Vibrating alert**.
3. Select vibrating alert. Choose between **On**, **On if silent** (i.e. the vibrator is on when the telephone is muted), or **Off**.
4. Press Soft key **Back**.

Set the Key Sound

This means that every time a key is pressed, the telephone gives a small sound. You can choose between **Silent**, **Click**, or **Tone**.

1. Select **Sound & Alerts**.
2. Select **Key sound**.
3. Select key sound.
4. Press Soft key **Back**.

It is possible to listen to the key sound by pressing the Soft key **Play**.

Headset

1. Select **Headset**.
2. Select headset. Choose between **Mic on boom**, **Mic on cable**, **Hearing protection**, or **Customized headset profile**.

Note:

Customized headset profile is only visible if the headset profile has been configured in the Portable Device Manager (PDM) or Avaya In-Building Wireless Server (AIWS)

3. Press Soft key **Select**.

Display

Contrast

1. Select **Display**.
2. Select **Contrast**. Step with ◂▸ to adjust the contrast.
3. Press Soft key **OK** to save the setting.

Time & Date

Time and date is set in your PBX. Changes appear in the telephone after a maximum of 24 hours after the change or by turning the telephone off and on again.

Set Time Format

1. Select **Time & Date** and press **Select**.
2. Select **Time format**. The actual time format is marked.

   Selectable time format:

   - 11:00pm

- 23:00

3. Press **Select** to save the setting.

Set Date Format

1. Select **Time & Date** and press **Select**.
2. Select **Date format**, press **Select**. Selectable date format:
   - DD/MM/YYYY, e.g. 17/09/2008 (also called Europe)
   - MM/DD/YYYY, e.g. 9/17/2008 (also called US)
   - YYYY-MM-DD, e.g. 2008-09-17 (ISO 8601)
   - MMM DD YYYY, e.g. Sept 17 2008
   - DD MMM YY, e.g. 17 Sept 08
   - DD.MM.YYYY, e.g. 17.09.2008
   - DD-MM-YYYY, e.g. 17-09-2008
3. Press Soft key **Select** to save the setting.

Set Local Time and Date Format

1. Select **Time & Date** and press **Select**.
2. Select **Set time & date**. The actual time will be displayed. Selectable time and date format:
   - 12:00 (AM/PM)
   - 2008 Jan 1
3. Change the time/date by pressing the navigation key ▲▼. To move to the next level press ◀▶.
4. Press Soft key **OK** to save the setting.

Phone Lock settings

Activate the Automatic Key Lock

To prevent accidentally pressing keys and making a call, the keys can be locked automatically. If this function is activated it locks automatically a short time after the last keystroke.

1. Select **Locks**.
2. Select **Automatic key lock**.
3. Select **On** for activation of automatic key lock.

Activate the Phone Lock

The telephone can be protected for unauthorized use. If this function is set to ***On*** it locks automatically a short time after the last keystroke and a PIN code has to be entered at power on. When it is set to ***On in charger*** it locks when switched off or placed in a charger. The default phone lock code (0000) can be changed to any 4 -8 digit personalized code.

Note:

If the PIN code is forgotten it can be removed by your administrator.

1. Select **Locks**.
2. Select **Phone lock**.
3. Select **Auto phone lock**.
4. Select **On**, or **On in charger**.
5. Enter PIN code
6. Press Soft key **OK**.

Deactivate the Phone Lock

1. Select **Locks**.
2. Select **Phone lock**.
3. Select **Auto phone lock**.
4. Select **Off**.
5. Enter PIN code
6. Press Soft key **OK**.

Change PIN Code

1. Select **Locks**.
2. Select **Phone lock**.
3. Select **Change PIN code**.
4. Enter the old PIN code.
5. Press Soft key **OK**.
6. Enter the new PIN code.
7. Scroll down with ▼ to **Confirm PIN code**.
8. Enter the new PIN code again.
9. Press **Save**.

Answering

The default setting for the telephone is to use the **Off-hook** key when answering a call. The answering behaviour can be configured to answer the call automatically, i.e. without pressing a key, or/and in loudspeaking mode. It is also possible to set the answering behaviour to any key or hook-off.

Note:

The automatically answer mode is only relevant when a headset is connected.

1. Select **Answering**.

Answering Key

The answering key is by default set to ***Hook-off***. It can also be set to ***Any key.***

1. Select **Answering key**.
2. Mark **Any key** or **Hook-off**.
3. Press Soft key **Back** to save the setting.

Answering Behaviour

1. Select **Answering behavior**.
2. Select **Automatically / Loudspeaking**.
3. Press Soft key **Change** to change the setting. The check box will be marked.
   To remove the setting, press **Change** again.
4. Press Soft key **Back** to save the setting.

Change the Menu Language

You can choose between, Deutsch (German), English, Español (Spanish), Français (French), Italiano (Italian), and ??????? (Russian).

Note:

In every language the menu item ***language** is shown with a prefixed Asterisk "*". This might help you to change the language of a telephone set to a language you do not understand.

1. Select **Language**.
2. Select language.
3. Press Soft key **Select** to save the setting.

Change Owner ID

The Owner ID is set to identify the telephone and it’s shown in the idle display.

1. Select **Owner ID**.
2. Enter identity.
3. Press **Save** to save the setting.

In Charger

Redirect Calls when placed in Charger

Calls can be redirected to another extension when the cordless telephone is placed in a charger. Then it will not ring when receiving a call. The function is automatically cancelled when the telephone is removed from the charger.

Note:

The function and the extension must be programmed in the PBX to be able to redirect calls.

1. Select **In charger**.
2. Select **Redirect**.

Switch off While Charging

When the cordless telephone is placed in the charger it can be switched off while it is charging. When it is removed from the charger it will switch on again.

1. Select **In charger**.
2. Select **Switch off**.

Deactivate the Charging Mode

1. Select **In charger**.
2. Select **No action**.
3. Press **Select** to save the setting.

System

Only available systems are displayed. It is possible to switch between the systems if they are configured in the Portable Device Manager (PDM) or Avaya In-Building Wireless Server (AIWS), see *Installation and Administration Manual, DECT R4*.

Change System

1. Select **System**.
2. Select **Change System**.
3. Select ***Automatic*** or a specific system. If the telephone is set to ***Automatic*** it selects a system according to the priority list, see Priority on page 56.

Note:

Automatic doesn't work if your system list comprises IP-DECT *and* Integral DECT systems.

Subscribe System

The cordless telephone can subscribe up to eight different systems. To subscribe a new system the "Park:" (Portable Access Right Key) and "Ac:" (Authentication code) related to the system you are going to log on to are needed. Contact your system administrator for more information.

The IPEI code is a unique code which has been assigned to the cordless telephone, see also Admin menu on page 57.

1. Select **Subscribe**.
   The IPEI of your telephone is displayed.
2. Press Soft key **Next**.
3. Enter System name.
4. Press Soft key **Next**.
5. Select your system.
6. Press Soft key **Next**.
7. Enter PARK code.

   Note:

   Do *not* enter a **#**-key after the code.
8. Enter AC code. Press **Next**.
   An information text "Protection on?" is displayed.

   Note:

   The AC code's length must be between 4 to 8 digits.
9. Select **Yes**/**No**, if the new system is to be protected. It is not possible to delete a protected subscription.
10. Press Soft key **OK**. A searching mode starts.

Unsubscribe System

1. Select **Unsubscribe** to delete a System subscription.
2. Select **Delete**.

Note:

It is not possible to delete a protected subscription.

Rename System

It is possible to change the name of the system in the telephone.

1. Select **Rename System**.
2. Select system to rename.
3. Enter new name.
4. Select **Save**.

Priority

The default order of priority is the order of entered subscriptions. This means that the first subscribed system has the highest priority. This list can be edited by the user. It is possible to set the systems in priority by moving them up or down in the list.

Note:

This is used in combination with system set to be **Automatic**, see Change System on page 54.

1. Select **Priority**.
2. Change the priority if needed by selecting **Up** or **Down**. The priority will be saved when **Back** is selected.

Device info

This is where software and hardware information of the cordless telephone is found.

1. Select **Device info**.
2. Depending on the info your are looking for select **Software**, **Hardware**, **IPEI/IPDI**, or **USER ID**.

Advanced Functions

Admin menu

The telephone has a hidden menu for system administrators. See also *Installation and Administration Manual, DECT R4*.

The Admin menu contains:

- Software and hardware information, IPEI/IPDI and user ID
- DECT information
- Centralized Management showing online information
- Fault logging
- Factory reset option
- System menu with ability to alter protection
- Site Survey Tool for indication of radio signal and base station listing.

For activating the admin menu see *Installation and Administration Manual, DECT R4.*

For quick access to device information short codes are available in the idle menu.

Information	**Code**
Software version	*#34#
Hardware version	*#34#
IPEI	*#06#
IPDI	*#06#

System Handling

Software Upgrade

Software and parameters in the cordless telephone 3720 can be upgraded by using the Portable Device Manager (PDM) or the Avaya In-Building Wireless Server (AIWS). See *Installation and Administration Manual, DECT R4.*

To view the telephone's software version, enter *#34# in idle mode.

Troubleshooting

This section contains information on how to solve common operational problems, and warnings you may receive.

Go through the following lists if you encounter any problems. If this checklist does not solve the problem, contact your system administrator.

If others have similar problems, there may be a system error.

Operational problems

Fault	Probable cause	Action or comment
No display	The battery level is low or the telephone is defective.	Charge the battery or contact system administrator.
No ringing	The ringer off icon is on or ringer volume set to silent or the telephone is defective.	Long press on the Sound off key, or increase volume, or contact system administrator.
No change in time & date setting	PBX dependent.	Changes in the telephone appear after a maximum of 24 hours after a change in the system or by tuning the telephone off and on again.

Error or warning messages

Display shows	Probable cause	Action or comment
No access	The network is in range, but no access rights.	Switch telephone off and then switch it on again or contact system administrator.
No System. The telephone beeps once a minute (during max 30 minutes) with a low tone followed by a high tone (if enabled, the vibrator also follows the beeps).	The telephone is out of coverage or telephone is defective.	Stop the beep with the Silent off key and go into range. Note: When re-entering the coverage area it can take a couple of minutes before the telephone automatically has registered into the system. or contact system administrator.

SERVICE NEEDED Parameters corrupt	The telephone is defective.	Select the reset option on the middle soft key if available. Upgrade the telephone's software to version 3.0.0 or greater. If the problem persists, the telephone needs repair. **Note:** Display message only shown in English.
Enter PIN code	The telephone lock is activated.	Enter the required PIN code. If PIN code lost enter new via PDM/AIWS or do a factory reset via PDM/AIWS.
Battery low, charge now	The battery level is low.	Charge or replace the battery.
Phonebook is not available at the moment.	The phonebook does not respond, not available at the moment.	Try again later or if fault persists do a factory reset via admin menu or PDM/AIWS.
Voice mail number not defined	There is no Voice mail number defined in the telephone.	Define a Voice mail number via PDM/AIWS.

Operation Notice

Accessibility and Voice Quality

The base network is not always available. If you do not get in contact with your system, contact your system administrator. For best voice quality, avoid positioning near computer, radio or similar equipment.

Operating Area

You can only use your cordless telephone in the area that is covered by your system. Outside this area you will loose contact with the system. The signal strength icon will be low and **Searching** will be displayed.

Out of Range

When you leave the system's coverage area a short beep will sound and the text **Searching** will appear in the display.

The out of range beep will be repeated every minute for 30 minutes. It is possible to turn the sound off by pressing the Sound off key (**#**-key).

When re-entering the coverage area it can take a couple of minutes before the telephone automatically has registered into the system.

Maintenance

Charge the Battery

Place the telephone in the desktop charger or in the rack charger. The battery is being charged when the LED on the telephone is steady orange. When the battery is fully charged the LED will be green.

An animated battery icon is also shown in the display indicating charging by starting with its current charge and ending with the full charge. A filled Battery icon indicates a fully charged battery.

Note:

Only use the prescribed chargers for charging.

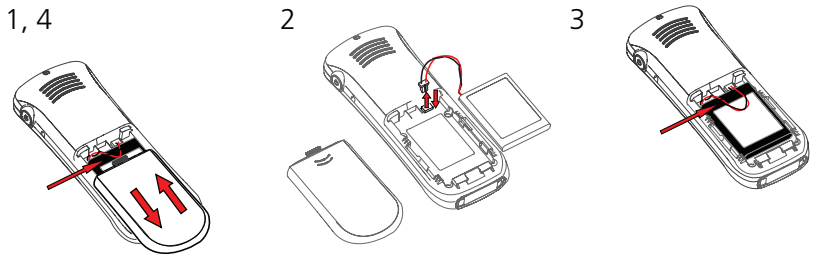
Replace the Battery

If the standby time for the cordless telephone becomes too low, the battery should be replaced by a new one. Please contact your system administrator or your supplier, for information about new batteries. Replace the battery as described in the illustration below. The battery is connected to the cordless telephone in such a way that no miss-contact is possible.

Note:

The battery cable should be placed in such a way that it cannot be trapped while closing the battery lid, see illustration below.

Figure 6: Battery replacement



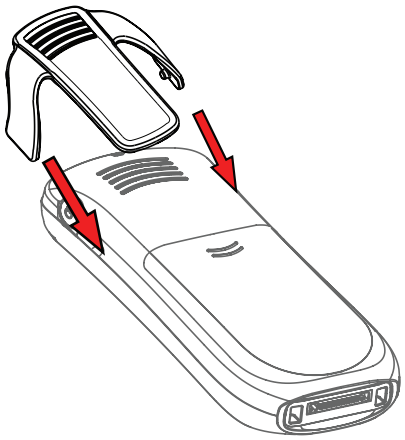
Important:

Do not disconnect the battery unless it needs to be replaced.

Attach the Hinge-type Clip

Attach the hinge clip as described in the illustration below.

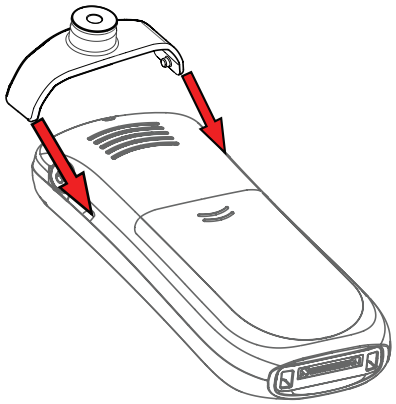
Figure 7: Click-on the clip



Attach the Swivel-type Clip

Attach the swivel clip as described in the illustration below.

Figure 8: Click-on the clip



Avaya 3720 DECT Telephone

Quick Reference Guide

Display Icons

- Signal strength
- Battery status
- Microphone off
- Loudspeaker on
- Loudspeaker off
- Sound off
- Ring volume set to silent
- Headset connected
- Missed call
- Incomming call
- Outgoing call
- System connection
- Key lock
- Phone lock

Product presentation

The cordless telephone is designed to be used in office environment. It is intended for telephony and has high quality voice.

Functions	*3720*
Local phonebook (250 contacts)	*X*
Central phonebook	*X**
Company phonebook	*X*
Vibrator	*X*
Headset connector	*X*
Microphone on/off during call	*X*
Loudspeaking function	*X*
Voice mail access	*X**
Centralized Management	*X**

** System dependent*

Note: Your unit may have more functions than described here; see *User Guide, Avaya 3720 DECT Telephone.*

Basic functions

Switch the telephone on/off

Press and hold the **On-hook** key .

Make a call

Dialling can be made in the following ways:

- Dial the number and press the **Off-hook** key .
- Press the Off-hook key and enter the number.
- Dial a number from the Local phonebook. Enter the Contacts menu. Select **Call contact**, select the name from the list and press **Call** or the **Off-hook** key .
- Dial a number from the Central phonebook. Enter the Contacts menu. Select **Central phonebook** > **Search by**

name/number/last result and press **Search**. Press **Off-hook** key .

Answer/End a call

When the ring signal sounds, press the **Off-hook** key to answer.

To end the call, press the **On-hook** key . The total call time is shown in the display.

Turn loudspeaking function on/off

During a call, press the left Soft key to turn the loudspeaking function on/off.

Turn audio signals on/off

In stand-by mode a long press on the **Sound off** key changes between audio signals on/off. The **Sound off** icon indicates a completely silenced telephone.

• A short press on the **Sound off** key before answering a call, silences the ring signal.

Lock/Unlock the keypad manually

Press the *-key to lock/unlock and then Soft key **Lock/Yes**. The **Locked keypad** icon indicates a locked keypad.

Change the volume during a call

Use the Navigation key to adjust the volume.

Charge the battery

Charging is done in a desktop charger or in a charging rack. Charging is indicated by orange LED. When the battery is fully charged the LED is green and a fully charged **Battery** icon is displayed.

While in a desktop charger the telephone is fully operational.

The telephone does not vibrate in charger.

Note: Charging below 5°C will harm the battery and shorten the lifetime.

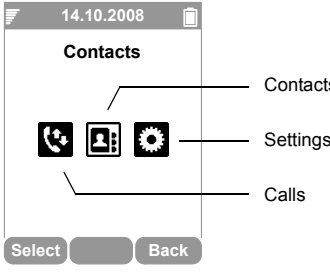
Check voice mail

The telephone number connected to the Voice Mail function is programmed in the PDM/AIWS. It is then possible to dial the Voice Mail to check if there are any messages.

To check if there is a message press a long press on digit key **1**. Follow the given instruction in the Voice Mail.

Menu

For descriptions of all functions; see User Guide, Avaya 3720 DECT Telephone.



Navigate the menu

Use the Navigation key to move around in the menu structure.

The three Soft keys below the display are used for choices in the menu. The function of each Soft key is explained by text in the soft key field in the display.

The menus are; **Calls**, **Contacts**, and **Settings**.

Use the local phonebook

To find and call a name: Enter **Contacts** , step to **Call contact** and press **Select**. Enter the first letter in the name or the whole name (will be displayed in Search field while entering text), or step in the contact list. Select the name and press **Call**.

To edit the contact: Select **Edit contact**, select the name and press **Edit**. Make your changes and press **OK** and then press **Save**.

To add a contact: select **Add contact**, select **New** or **From call list**. Press **Add**, enter the name and press **OK**. Select **Number**, enter the number, press **OK** and press **Save**.

To delete a contact: select **Delete contact**, select the name, press **Delete** and then press **Yes**.

Use the central phonebook

Enter **Contacts** , and select **Central phonebook**. Select **Search by name**, **Search by number**, or **Last result**. Enter the first letter(s) in the first name, and/or the first letter(s) in the family name. Press **Search**. The Central phonebook will be searched and a list of matching names will be displayed. You can step to the next entry in alphabetic order by pressing the Navigation key. Press **More** to add contact, or press **Call** or the **Off-hook** key

to make the call.

Use the company phonebook

The company phonebook has to be imported via the PDM/ AIWS before it will be visable in the handset. See *User Guide, Avaya 3720 DECT Telephone*.

Enter **Call list**. A contact from the company phonebook is marked with the symbol. Select name/number and press **Call**, only work number is available for the contact and it is not editable.

Turn the automatic keypad lock on/off

Enter **Settings** , and step to **Locks**. Select **Automatic key lock off/on**, select **On/Off**, and press **Back**. A locked keypad is indicated by the **Key lock** icon.

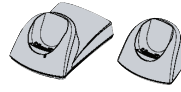
To unlock, press the ***-key, and then Soft key **Yes**.

Accessories

The following accessories for the Avaya 3720 DECT Telephone are available:

Leather casing including belt clip

Standard clip



Desktop chargers

Also available:

- Telephone lanyard
- Rackmount charger

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